Health and Safety Policy

BREDA ACADEMY

- Reviewed by the BoG on 19th November 2024
- To be reviewed again before December 2027

Index **Page**

1. Statement of General Policy

It is the policy of Breda Academy to provide and maintain safe and healthy working conditions, so far as is reasonably practicable to do so, for all staff, students, and visitors and to encourage a safe school environment and practice. However, this policy does not cover the guidance and directives associated with all areas of Health and Safety practice but merely to effectively manage areas of Health and Safety pertinent to a controlled Post-primary school as directed by the Education Authority (EA) and also complies with the EA's Health and Safety Monitoring Checklist for Schools https://www.eani.org.uk/sites/default/files/2019-08/Health%20and%20safety%20monitoring.pdf Therefore, full guidance and direction regarding best practice in all areas of Health and Safety covered by the Education Authority is provided at https://www.eani.org.uk/school-management/health-safety

The Education Authority's Health and Safety Policy https://www.eani.org.uk/publications/health-safety/health-and-safety-statement-and-policy has been adopted and is complemented by this establishments specific policy statement.

Where reasonably practicable this policy will seek to provide and encourage:

- good practice protocols, structures, and procedures.
- a safe place of work, safe access to it and safe exit from it.
- plant, equipment and systems of work that are safe.
- safe arrangements for the use handling, storage and transport of articles or substances likely to cause harm.
- sufficient information, instructions training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- a healthy working environment; and
- adequate welfare facilities.

A no smoking policy will operate within the school and its' grounds.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice, and support of the Education Authority (EA).

2. Responsibilities

The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal under the guidance and direction of the EA as a controlled school; and the day-to-day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer for the school with the support of the Principal and Buildings Supervisor.

BOARD of GOVERNORS

School governors will adhere to the Health and Safety guidance document initiated by the EA https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/health-and-3. In the discharge of their responsibilities the Governors will ensure:

- that all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- that both teaching and nonteaching staff avail themselves of any training which will assist them to work safely.
- the maintenance of procedures for the safety of teaching staff, nonteaching staff and students who come under their control.
- the maintenance of procedures for the safety of all persons using the premises under their control.
- that an inspection of the school premises and equipment is carried out by them at least once per year and that a report, utilising the checklist contained within Health and Safety Monitoring for school governors.
- the prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant guidance of the EA's Scheme for the Local Management of Schools.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises.
- That all equipment and materials, either purchased or acquired by them, are suitable and safe for their intended use (Equipment and Materials purchased from EA tenders will remain the responsibility of the EA); and
- That both teaching and nonteaching staff are issued with a copy of this Health and Safety Policy.

PRINCIPAL / HEALTH & SAFETY OFFICER

The day-to-day application of the Health & Safety Policy will be a shared responsibility. The Principal, Health & Safety Officer and Buildings Supervisor will ensure:

- that risk assessments have been carried out to assess all significant risks within the school.
- that all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery (Principal).
- that both teaching and nonteaching staff avail themselves of any training which will assist them to work safely (Principal).
- the maintenance of procedures for the safety of teaching staff, nonteaching staff and students who come under their control (Principal, Health & Safety Officer, and Buildings Supervisor.)

  ,
- the maintenance of procedures for the safety of all persons using the premises under their control (Principal, Health & Safety Officer, and Buildings Supervisor.)
- that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant statutory body (Principal).
- that all safety reports pertaining to the school are understood and that the detailed work has been completed (Principal, Health & Safety Officer, and Buildings Supervisor.)
- that adequate arrangements exists for carrying out regular fire evacuation drills and that all staff participate in and are aware of such arrangement (Health & Safety Officer).
- that reports are given to the Principal regarding all defects and hazards which are their responsibility, and that other defects and hazards are reported to the appropriate officers in the EA (Health & Safety Officer and Buildings Supervisor.)
- that contractors who are carrying out work in school, carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises (Buildings Supervisor.)
- that all accidents to teaching staff are reported promptly to the EA (Principal).
- that all staff, both teaching and nonteaching, operate safe working practices in the execution of their duties (Principal, Health & Safety Officer and Buildings Supervisor).

TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the students under their control. EA guidance https://www.hse.gov.uk/risk/assets/docs/classroom-checklist.pdf

In the discharge of this responsibility, each teacher shall:

- ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, students, and any other personnel in school.
- observe all safety instructions and advice issued by the EA, Department of Education, or any other relevant statutory body.
- observe all safety rules relating to specific machinery or processes.
- report all potential hazards effecting Health and Safety to the Health & Safety Officer.
- co-operate with the Principal and Health & Safety Officer on all other matters relating to Health and Safety; and
- report all accidents to themselves to the Principal.

NON-TEACHING STAFF

Each member of the nonteaching staff is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions.
- undertaking their tasks as instructed and in line with training received.
- reporting to their manager any health and safety concerns.
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace.
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage, or loss.
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy.
- adhering to all appropriate risk assessments and method statements.

BUILDINGS SUPERVISOR

As a controlled Post-primary school guidance and direction regarding best practice in the areas of Health and Safety is provided by the Education Authority and can be found at https://www.eani.org.uk/school-management/health-safety

In the discharge of his/her responsibility, the Buildings Supervisor shall:

- regularly inspect the buildings, grounds and plant machinery / equipment and report any defects or hazards to the Principal.
- encourage staff under his control (eg. Cleaners/assistants) to employ safe working practices.
- assist the EA to develop safe working practises and arrange for their adoption.
- instruct new employees in appropriate safety measures and procedures.
- ensure that all defects in equipment or protective clothing are corrected and reported to the Health & Safety Officer.
- report all accidents involving himself or the cleaning staff to the Principal; and furnish information as required in the investigation of injuries and accidents.

3. Arrangements for Implementing the Policy.

a. Electrical Equipment

Any faults in electrical equipment must be reported immediately to the Health and Safety Officer or the building supervisor who will then inform the maintenance helpdesk at the EA. Portable Appliance Testing (PAT) as well as Fixed Appliance Testing takes place each year; only portable equipment which has been tested should be used on school premises. Staff are informed each year that they should not bring into school or use any appliances from home. Only competent persons/contractors will be employed to carry out inspections or servicing of plant and equipment. Equipment in Technology and Design department as its own individual yearly check and report registered with the EA.

b. Gas safety

It's crucial to act quickly in a gas emergency. A *'What to do if you smell gas'* guide is displayed throughout the school building. These are the steps you need to take to stay safe and protect the school community:

- If you smell gas leave the room to get fresh air immediately (to the closest outdoor area). If possible, as you leave the room and without placing yourself or others at risk, turn off all gas appliances and open all doors and windows to ventilate the area and;
- Turn off the gas emergency control valve / emergency shut off valve at the meter or at the LPG bulk tank or storage vessels (only if you have been shown how to do so.)
- Extinguish all naked flames and don't smoke.
- Don't operate electrical switches (including turning light switches on or off) because this can ignite escaping gas.
- You must contact (telephone call) a member of staff in the school office asap who will immediately notify the building supervisors and Principal / Vice-Principal to investigate the source of the smell. Based on the assessment of the gas leak, a local / partial / full evacuation procedure will commence with the continuous sounding of the school's bell system, and everyone is to go to their outdoor designated assembly area.
- The school will contact the relevant National Gas Emergency service number for the area and the Education Authority if required.
- If the attending emergency operative identifies an issue with any gas appliances, the school will follow their advice concerning the use of the equipment and liaise with the relevant EA department. Where advised, contact a Gas Safe registered engineer to fix the appliance and check it's safe.
- If you're feeling unwell, visit your GP or hospital immediately and let them know you may have been exposed to carbon monoxide.

24-hour National Gas Emergency Helpline you can call.
The Gas Emergency number you need depends on where in the UK you're based and the type of gas that's involved. For Northern Ireland these are:
Natural Petroleum Gas (NPG): 0800 002 001
Liquid Petroleum Gas (LPG): Calor: 0845 075 5588
Flogas: 028 9073 2611

c. Accident Reporting, Managing Accidents, Head injuries and Concussion

Accident Reporting:
The legislation relating to the reporting of accidents and incidents is the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (NI) 1997 (RIDDOR). Accident reporting directives and guidance is set out by the EA at https://www.eani.org.uk/sites/default/files/2024-04/Accident%20reporting%20Manual.pdf Accident reports must be completed by the principal/safety co-ordinator or other senior manager/appointee, and not by the injured party. All accidents must be recorded on the EA online accident report portal and copies of these reports kept. Acts of violence should also be reported on the accident reporting portal too. Violence is defined as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work."

Managing Accidents:
Breda Academy adheres to the relevant guidance given by the NHS https://www.nhs.uk/nhs-services/urgent-and-emergency-care-services/ In the event of an accident or emergency resulting in injury or suspected injury and / or medical emergency on the school premises:

- The closest member of staff/s present will quarantine / make safe the direct area around the injured person/s and the injured person should not be moved unless they are at further risk of injury by remaining in place. The assistance of a qualified first aider will be sought as soon as possible and, if appropriate, the first aider in attendance will provide the required first aid treatment. The first aider will assess the seriousness of the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain at this location until assistance arrives.

- The first aider will decide whether the injured person should be moved or placed in a recovery position.

- If the first aider decides that the emergency services are to be called, a member of SLT will immediately contact the injured person/s parent/carer (if a student/s) or next of kin (if a member of staff).

- If the first aider decides that the emergency services are not required but the person is too unwell to remain in school/work, then a parent/carer or next of kin will be contacted and asked to collect them. Upon their arrival, the first aider will recommend next steps of care to the parent/carer or next of kin.

- The first aider and the member of staff/s will complete an accident report form on the Education Authority online portal on the same day as the incident. https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/OnlineAccidentReportingSystem

Off-site procedures

When taking students off the school premises, staff must adhere to the following procedures:

- An LOA form and a risk assessment template will be completed by the trip leader and checked by the school Principal for agreement prior to any educational visit that necessitates taking students / staff off the school premises.

- In the case of an accident or sustained injury, the first aider should triage the situation and administer first aid as appropriate. If further advice or guidance is required, they should call 111. However, in the case of an emergency, they must call 999 for assistance.

- If a child sustains an injury, the first aider must always inform their parent/carer as soon as possible after the event.
- If a first aider will not be in attendance at the venue / location / event then a school first aider must also accompany the trip / visit.

For the visit, the following should be brought by the trip leader:

- A mobile phone with school contact number and a portable first aid kit.
- Information about the specific medical needs of students and Parent/Carer contact details.
- The first aider and the member of staff/s will be required to complete an accident report form on the Education Authority online portal on the same day if an accident occurs on the trip.

Head Injuries and Concussion

It is imperative that the designated first aider should be familiar with the NHS guidance on head injury and concussion https://www.nhs.uk/conditions/head-injury-and-concussion/ and the Department of Education: Circular 2024/15 - Concussion | Department of Education (education-ni.gov.uk) When dealing with a head injury, the protocol above should be followed, and a head injury form is to be completed, and given to parent/carer/person (staff) when the student or staff member is being collected.

d. Fire Safety and Emergency Evacuation

In the event of a fire evacuation or other emergency situation the bells/sirens will be activated and make a continuous sound to alert all persons in the school site. All persons on site assemble in the appropriate areas as shown in the School Evacuation Plan which is clearly displayed throughout the school building (***See appendix 1).***

Fire Policy Statement

This Fire Policy Statement was prepared by Mr P. Perry, Principal as the 'Appropriate Person' for Breda Academy, Newtownbreda Road, Belfast BT8 8PY.

The purpose of this Statement is to ensure the safety, from Fire, of all 'Relevant Persons' on, in or in the vicinity of the premises. 'Relevant Persons' includes all members of staff, students, parents/carers, visitors, volunteers, contractors, suppliers, and statutory agencies who may be working in or visiting the premises. This will be achieved by effective planning, organisation, control, monitoring, and review of the preventive and protective measures.

This Fire Safety Policy Statement also ensures Breda Academy complies with the legal obligations of The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010, both of which are enforced by the Northern Ireland Fire and Rescue Service (NIFRS). This Policy Statement is used to ensure the provision of suitable and sufficient general Fire precautions, assessment of risk and management of necessary Fire safety arrangements. As such the following will be provided:

- The Premises Fire Safety Officer and Building Area Fire Marshalls will be responsible for assisting the Principal as 'Appropriate Person' in carrying out their duties under the relevant legislation. The Vice-Principal will deputise as the 'Appropriate Person' if the Principal is absent from the school building. If both the Principal and Vice-Principal are absent, then the 'Duty Day' member of the SLT will become the 'Appropriate Person'.

- A suitable and sufficient Fire Risk Assessment (FRA) will be prepared, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient Emergency Evacuation Plan will be prepared, regularly reviewed, and practised by the carrying out of Fire drills at least once per term. The Emergency Evacuation Plan will be explained to all 'Relevant Persons' as and when appropriate and displayed in all rooms of the school.
- All relevant persons will be trained to satisfactorily carry out the requirements of the Emergency Evacuation Plan, take part in regular Fire drills and fulfil any other necessary actions to comply with the legislation.
- All relevant persons will be provided with comprehensible and relevant information regarding the risks identified from the Fire Risk Assessment (FRA) and any other notification of risk highlighted by other relevant persons, the preventative and protective measures, the Emergency Evacuation Plan, and the identities of persons nominated to carry out the duties of the 'Appropriate Person'.
- The employer of any employees from an outside undertaking and any other persons working on the premises will be provided with the same information as the relevant persons.
- All necessary systems required as part of the general Fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of Fire) will be tested and maintained in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Northern Ireland Fire & Rescue Service (NIFRS) as required.

e. First aid and Administering Medication

Aims

- To ensure that students and staff receive satisfactory appropriate first aid treatment to include treatment of cardiac arrest using an Automated External Defibrillators (AED's) in school/at work.
- To have trained first aid at work qualified practitioners (First Aider) in school/at work to administer first aid treatment.
- To have trained first aid at work qualified practitioners (First Aider) in school/at work to administer the use of an AED. EA guidelines on the use of an AED https://www.eani.org.uk/sites/default/files/2021-12/aed_guidelines_for_schools.pdf
- To follow correct procedures regarding the distribution of student's medication in school.
- To comply with PHA guidance on infection control https://www.eani.org.uk/publications/health-safety/pha-guidance-on-infection-control-in-schools-poster and keep an up to date recording of infectious control incidents.

Medical Conditions

- A document file which details medical conditions that may require a qualified First Aider is available in the school office and distributed to all trained personnel in school. This file is updated regularly.
- Care Plans and student medication are held and secured in the medical room in reception.
- Buccolam is a medication that is required by some students with Epilepsy. Only those members of staff that are trained are allowed to administer this.

First Aid and Sick Student Procedures

- A class teacher sends a student to the school office with a "sick note" completed and office staff record this in First Aid Book.

- A First Aider assesses and triages the student and if after some time in the medical room the student is gauged as "fit to return to class", the first aider will email/contact the student's teacher via a telephone call to tell them that the student is returning to class.

- Physical Injury: A First Aider must contact the Principal and/or Vice-Principal for support and the student's parent/carer to arrange for the student to be collected from school if;

  - the student has head injury or other form of physical injury/harm
  - the student has had a physical incident with another student even if they are not showing any signs of physical injury/harm
  - the student has a known underlying health or medical issue
  - if the emergency services have been engaged then a parent/carer is requested to come to the school and meet the emergency services personnel and the Principal or Vice-Principal

  On arrival at school the parent/carer is given information regarding the child's reported injury by the First Aider. The student must be signed out on SIMS Attendance by office staff and the First Aid Book, and the EA online portal must be completed by office staff.

- If the student is being sent home for illness or infection other than an injury:
  - a member of the office staff must speak directly to a parent/carer and arrange for the student to be collected from school and on arrival the parent/carer is given information regarding the child's reported symptoms
  - the student must be signed out on SIMS Attendance by office staff
  - First Aider to report incident in the First Aid recording book or Infection Control recording book

Administering Medication

Students may need to take medication during school hours for long or short- term medical needs, or in emergency situations. The most common ailments suffered by students are asthma, epilepsy, and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish, and dairy products, is on the increase. Staff are therefore being increasingly called to administer medication to students. Although staffs' conditions of employment do not include giving medication or supervising a student taking it, staff may volunteer to do this. EA's guidance on administering Medication is at https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/health-and-3

Responsibilities Administering Medication

The prime responsibility for a student's health rests with the parent/carer, however, to enable students requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

The employer (EA) will ensure that all staff acting within the scope of the Student's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

If a student refuses to take their medication, staff will not force them to do so, but will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed. Staff will ensure that the student's parents/carers are contacted in this instance.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be provided.

Responsibilities of Parents/Carers

Parents/carers are responsible for:

- making sure that their child is well enough to attend school. A child's own doctor is the person best able to advise whether the child is fit to be in school and it is for parents to seek and obtain such advice as necessary.
- keeping their children at home if they are acutely unwell or infectious.
- providing the Principal with comprehensive information regarding the student's condition and medication. (Form 1 is available from the School Office).
- making the school aware that their child requires medication; and reaching agreement with the Principal on the school's role in helping with their child's medication.
- renewing the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- notifying the school in writing if the student's need for medication has ceased.
- collecting medicines which are in use and in date at the end of each term. If the medication is not collected and expires, the nurse may dispose of these to a community pharmacy.
- collecting expired medicines or those no longer required for treatment for transfer to a community pharmacist for safe disposal.
- minimising the need for medication to be taken in school. e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- providing school with up-to-date contact information.

Short-term medication

There are times when students request painkillers at school including aspirin and paracetemol. School staff **should not** give non-prescribed medication without **prior written approval** from the parent/carer as staff may not be aware of any previous dose taken or whether the medication will react with other medication. If a student suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate painkillers. A member of staff should supervise the taking of the medication.

Prescribed medication – long-term medical needs

Some students may have medical conditions which will require regular administration of medication in order to maintain their access to education. These students are regarded as having medical needs. Most children with medical needs can attend school regularly and with support from the school can take part in most normal school activities.

In some cases, students with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such students. In a few cases individual procedures may be needed, i.e. ***(*Form1: Student's Health Care Plan).**

Student's Health Care Plan

When a parent/carer requests medication to be administered to a student at school, the school should discuss the student's condition with the parent/carer and the implications of the student's medical condition with the appropriate staff and where necessary draw up a Health Care Plan, including;

- a written request together with a statement of the student's condition and requirements must be made available to the school **(Form 2: Request by Parent for School to Administer Medication)**
- the school must decide on the way in which the school will meet the students' requirements **(Form 3: School's Agreement to Administer Medication)**
- ensure appropriate training and appropriate medical advice is available from medically qualified persons, i.e. student's GP, Specialised Nurse, School Health Teams
- the school must ensure that a sufficient number of staff are trained in order to cover absences **(Form 4: Staff Training Record)**
- two members of staff are always present when administering medication which could expose staff to allegations of assault or sexual abuse, e.g. administering rectal Diazepam;
- train staff on how to call emergency services.

Emergency procedures

- All office administration staff should know how to call the emergency services.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- Guidance on calling an ambulance **(Form 5: Emergency Planning).**

Storage of medication

Some medicines may be harmful to anyone for whom they are not prescribed. Consequently, when written consent is provided and school agrees to administer this type of medicine, the following procedures will be followed to ensure that the risks to the health of others are properly controlled:

- the medicine container is labelled with the name of the student, dose and frequency of administration and any expiry date.
- where a student requires two or more medicines, these should be kept in their original container and never transferred to another container.
- medicines are kept in a secure cupboard.
- the trained staff and the student know where the medicines are stored and who holds the key.
- a record is kept of all medication administered (Form 6); and
- a regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

Confidentiality

The Principal and staff at Breda Academy will treat medical information sensitively. Each student will be treated as an individual. https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/health-and-3 Parents/carers will be consulted on who the information regarding their child's medical needs can be shared with.

Consideration should be given to whether students in a Form Class should know about a particular child's condition. It can be helpful both educationally and emotionally for other members of the form class to be aware of her needs. This will only be disclosed with the consent of the student's parent/carer and if it is deemed appropriate to do so.

If permission is given to disclose information surrounding a student's medical need, this information will be handled as sensitively as possible.

School trips

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular student.

Please refer to the Department of Education guidance booklet "Educational Visits, Policy, Practice and Procedures". http://www.deni.gov.uk/educational_visits_2009.pdf

School transport

The employer must make sure that students are safe during home to school transport journeys. Most students with medical needs do not require supervision on school transport, but the employer should provide appropriately trained supervisors if they consider them necessary.

Further information, useful contacts and helplines can be found in the DENI booklet "Supporting Students with Medication Needs" http://www.deni.gov.uk/support_with_medical_needs.pdf

f. Lock Down Procedures (In Consultation)

Breda Academy received a briefing from an EA Health and Safety representative, Susan Groundwater at 3.30pm on Wednesday 28th August 2024 to consult on a Lockdown protocol for schools in Northern Ireland. A generic lockdown protocol is to be produced by the EA and then schools are to adapt it to suit their site, setting, and context. Once this policy is complete it will be added as an addendum to the school's Health and Safety policy.

- School Evacuation and Assembly Points -

When you hear the alarm sound:

1: **remain** calm

2: **follow** instructions

3: **leave** building by nearest exit

4: **walk** to your assembly point

Hockey pitch

5: **line up** quickly

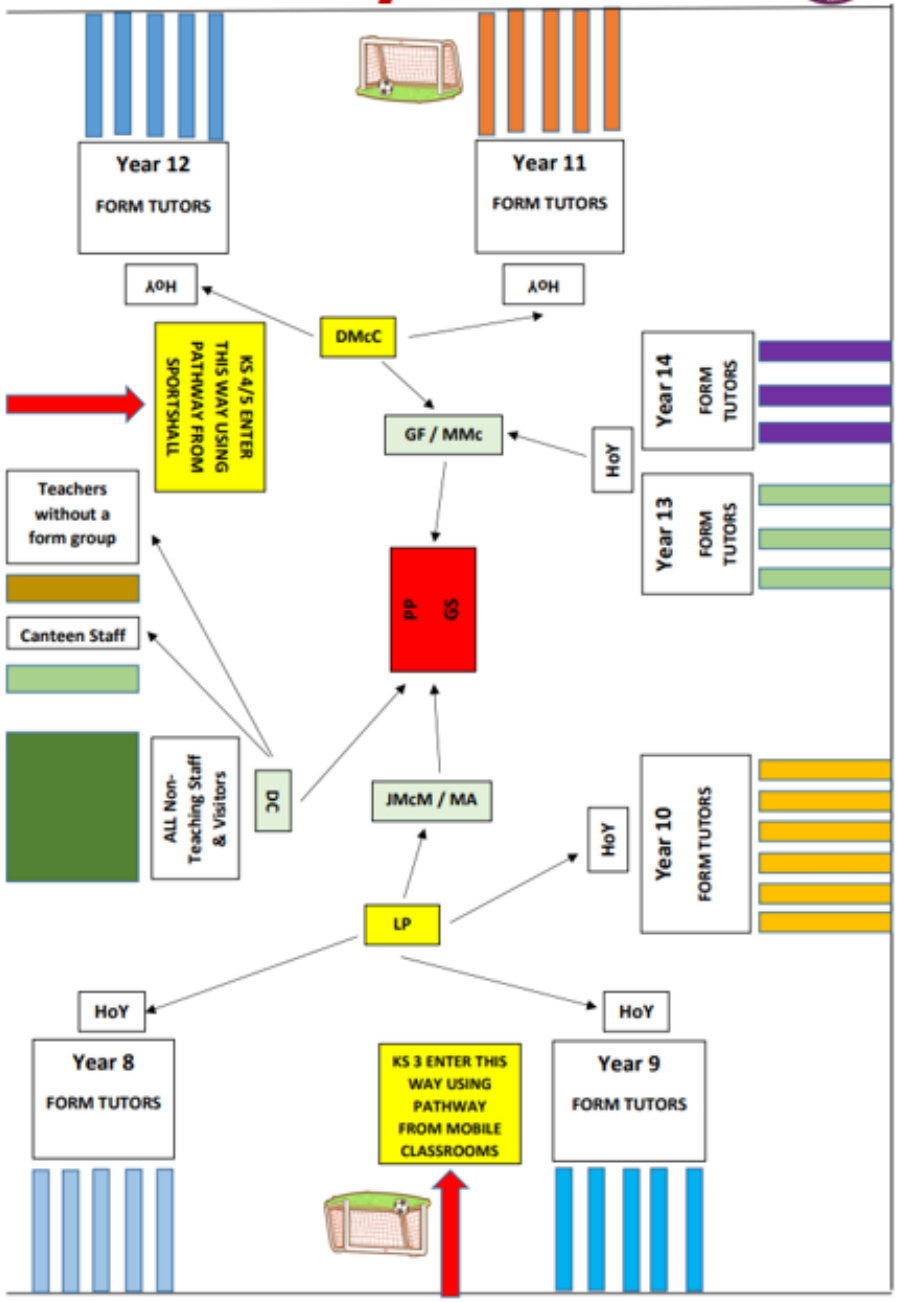
6: **stand in silence**

Don't stop to collect belongings

Don't run

Don't use the lift

Don't return to the building



Appendix 1

Healthcare Plan for a Student with Medical Needs

Name_____ Date of Birth_____

Condition_____

_____

Date_____ Review Date_____

Name of School_____ Class/Form _____

Contact Information

Family Contact 1

Name_____ Relationship _____

Phone No. (work) _____ (home / mobile) _____

Family Contact 2

Name_____ Relationship _____

Phone No. (work) _____ (home / mobile) _____

Clinic/Hospital Contact

Name _____ Phone No. _____

G.P. Name _____ Phone No. _____

Describe condition and give details of student's individual symptoms:

_____

_____

Daily care requirements, (e.g. before sport/at lunchtime):

_____

_____

Describe what constitutes an emergency for the student, and the action to take if this occurs:

_____

_____

Follow up care:

_____

_____

Who is responsible in an emergency: (State if different on off-site activities)

_____

_____

Form copied to: _____

Form 2

Request by Parent for School to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medication

Details of Student

Name _____ Date of Birth _____

Condition or illness _____

_____

Class _____ Gender _____

Address _____

_____

Medication

Name/ Type of medication (as described on the container)

_____

For how long will your child take this medication _____

Date dispensed _____

Full direction for use _____

_____

Dosage and method _____

Timing _____

Special precautions _____

Side effects _____

Self-administration _____

Procedures to take in an Emergency _____

_____

Contact Details

Name _____ Relationship _____

Phone No. (work) _____ (home / mobile) _____

Address _____

I understand that I must deliver the medicine personally to Mr Campbell and accept that this is a service which the school is not obliged to undertake.

Date _____ Signature(s) _____

Relationship to student _____

Form 3

School's agreement to administer medication

I agree that:

(Name of child) _____ will receive

(quantity and name of medicine) _____ every day at

(time medicine to be administered e.g. lunchtime or afternoon break) _____

_____

(Name of child) _____ will be given / supervised whilst he/she take their medication by Mr Campbell. This arrangement will continue until (either end date of course of medicine or until instructed by parents) _____.

Date_____

Signed _____ (The Principal/Named Member of Staff)

Form 4

Staff training record-administration of medical treatment

Name _____

Type of training received _____

Date training completed _____

Training provided by _____

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature _____ Date _____

I confirm that I have received the training detailed above.

Staff signature _____ Date _____

Staff signature _____ Date _____

Suggested review date _____

Request for an Ambulance to: Breda Academy

Dial 999, ask for ambulance and be ready with the following information.

1. School telephone number
2. School name, address and postcode
3. Give exact location in the school
4. Give your name
5. Give brief description of student's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Form 6

Record of medication administered

Date	Student's Name	Time	Name of Medication	Dose Given	Any Reactions	Signature of Staff	Print Name

This Health and Safety Policy, checklist, and the school's Health and Safety Officer's report will be reviewed annually by the Senior Leadership Team as part of the monitoring and evaluation of the School Development Plan.

This Policy will also be reviewed by the Board of Governors on a 3-year cycle before November 2027.

Signature – Principal

_____

Signature – Chairperson of the Board of Governors

_____

Date: 19.11.2024